

2022 Regular Session  
**JOINT COMMITTEE ON WAYS AND MEANS**  
**Subcommittee on General Government**  
**Subcommittee Orientation**

**INFORMATIONAL & PROCEDURAL ISSUES**

**REMOTE SUBCOMMITTEE MEETINGS**

- The subcommittee will meet remotely (i.e., virtually) using the Microsoft Teams application. While a virtual meeting room is assigned to the meeting, its physical counterpart will be unavailable to members and the public until such time as the Legislature is able return to meeting in-person.
- Subcommittee members will be sent Teams invitations for each meeting of the subcommittee by Legislative Fiscal Office (LFO) staff.
- Participation in the meeting should be limited to subcommittee members, those invited to provide testimony, and legislative staff. LFO requests that the meeting link not be forwarded to any others.
- Individuals not invited to the Teams meeting may view the meeting via the Oregon Legislative Information System (OLIS) livestream.
- The virtual meeting room will open 10 minutes prior to the scheduled start time.
- Legislative Media Services will “turn on” subcommittee meetings five minutes prior to the meeting start time. During the time between when Legislative Media starts the meeting, and the committee assistant starts the recording of the meeting, the meeting is being televised on the Legislature’s cable network and any conversations or activity taking place in the Teams meeting can be heard and seen on televisions connected to the network throughout the Capitol and Capitol Mall. This also holds true when a meeting is paused.

**ATTENDANCE**

- The subcommittee will meet remotely from 8:00 to 9:45 each Tuesday and Thursday during session. Please be in attendance at the starting time of the meeting.
- Attendance is important given quorum and voting majority requirements. If you are unable to attend a meeting, please notify by email both Subcommittee Co-Chairs and your LFO Subcommittee Coordinator, Kim To.

**SUBCOMMITTEE RULES**

- The subcommittee will follow the Joint Committee on Ways and Means rules.
- The Senate and House will hold the gavel every other meeting in the subcommittee.
- The subcommittee may only be called to order after a quorum is established. A roll call will be necessary during remote hearings to establish quorum. When their name is called, committee members shall state whether they are participating by phone or video (or both).
- This subcommittee has three Senate members and five House members. This means that **two** Senate members and **three** House members are required to make a quorum and report legislation from the subcommittee to the Full Committee.
- A roll call vote will be necessary for all votes during remote hearings and the Committee Assistant will call the roll.

## **REMOTE MEETING OPERATIONS**

- For subcommittee meetings, please have your video turned on and mute your microphone unless speaking.
- Please use the “raise your hand” feature in Microsoft Teams to alert the presiding Subcommittee Co-Chair that you have a question or comment to make.
- Please do not use the “chat” feature in Teams for questions or comments.
- In the event of technical difficulties, please exit and then try rejoining the Teams meeting. If still unable to rejoin the Teams meeting, please call into the Teams meeting using the phone number provided in the Teams invitation.

## **AGENDAS**

- Meeting Notice (OLIS posting) is required 48 hours before the first public hearing on a measure and 24 hours for subsequent informational hearings, public hearings, and work sessions.
- Meeting agendas will be provided through OLIS.

## **MEETING MATERIALS**

- Meeting materials will be provided to subcommittee members electronically, via OLIS; legislative staff meeting materials are displayed separately from other posted meeting materials, including public testimony.
- Supplementary materials may augment information presented by agencies during subcommittee meetings.
- Meeting and supplementary materials should be reviewed prior the subcommittee hearing.

## **SUBCOMMITTEE PROCESS AND PROCEDURE**

- The primary work of the subcommittee, including issues related to items in the budget, will be discussed under an “Informational Meeting” agenda item with invited testimony.
- Budget adjustments will be made in an omnibus budget measure which will be assigned to the Capital Construction Subcommittee. No budget measures will be assigned to other subcommittees.
- Work sessions will be scheduled for various agency reports, federal grants, and policy measures, if any, assigned to the subcommittee by the Joint Committee on Ways and Means Co-Chairs.
- A subcommittee does not have the power to table or hold an agenda item scheduled for a work session but must report it back to the Full Committee for consideration either with recommendation or without recommendation, as described in committee rules.
- The presiding Subcommittee Co-Chair will assign a member, who must also be a member of the Full Committee, to carry the subcommittee’s recommendations to the Full Committee. For a policy measure, one additional carrier will be assigned to carry the measure to the other Chamber’s floor. Prior to the Full Committee meeting, LFO will prepare and distribute a Subcommittee Recommendation or “pony” to the carrier(s) of any report, grant, or policy measure.
- LFO staff attend the remote hearing of the Full Committee to provide support to the carrier.

## **POLICY MEASURES AND AMENDMENTS**

- A policy measure, if assigned to the subcommittee by the Full Committee Co-Chairs, will be reviewed by the subcommittee for the measure's fiscal and budgetary impact.
- Amendments must be posted for public viewing four hours prior to consideration.
- All amendments must be submitted electronically to the Full Committee Co-Chairs and the Legislative Fiscal Officer (Amanda Beitel) at least two hours before the four-hour posting deadline to insure timely posting of the amendment to OLIS.

#### **RESOURCES**

- Electronic attachments posted to OLIS for today's orientation meetings include:
  - Subcommittee Orientation Memorandum
  - Joint Committee on Ways and Means Rules